

EDITED KSA LISTING

CLASS: PAROLE AGENT III, YOUTH AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	General knowledge of principles, methods, techniques, and trends in rehabilitation, parole, and social casework to effectively implement the mission of the Division of Juvenile Justice.
K2.	General knowledge of state laws relating to juvenile courts, Division of Juvenile Justice, probation, and services to youths to ensure youthful offender rights and to effectively direct, advise and train subordinate staff.
K3.	General knowledge of organization and function of the Division of Juvenile Justice to effectively implement the mission of the California Department of Corrections and Rehabilitation.
K4.	Detailed knowledge of organization and function of the Board of Parole Hearings to effectively implement the mission of the Division of Juvenile Justice.
K5.	General knowledge of principles and techniques of personnel management, organization, administration, and supervision to effectively direct and manage office/section operation.
K6.	General knowledge of the principles and methodology of case investigations to ensure the integrity of the investigative process.
K7.	General knowledge of organizations, facilities, and services of public and private welfare and employment agencies available to youthful offenders to assist staff in performing the mission to successfully reintegrate youthful offenders into the community.
K8.	General knowledge of functions and procedures of State, county and municipal law enforcement agencies to establish and maintain effective working relationships to enhance public safety.
K9.	General knowledge of laws of arrest, rules of evidence and court proceeding required in dealing with violation of conditions of parole to ensure public safety.
K10.	General knowledge of interstate parole procedures to effectively implement the Interstate Compact for Juveniles.

Bold text-indicates not on Classification Spec.

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K11.	General knowledge of vocational and educational counseling to successfully reintegrate youthful offenders into the community.
K12.	General knowledge of employment conditions and opportunities in California and facilities available for instruction, training, and placement of delinquent youths to successfully reintegrate youthful offenders into the community.
K13.	General knowledge of principles and practices of mental health to ensure the appropriate level of care is provided for the youthful offender.
K14.	General knowledge of the Divisions Equal Employment Opportunity (EEO) objectives to promote and maintain a work environment free of discrimination and harassment.

	Skill to:
S1.	Fundamental skills to apply the principles, techniques, and trends in rehabilitation, parole, and social casework to effectively implement the mission of the Division of Juvenile Justice.
S2.	Fundamental skills to communicate effectively and secure the cooperation of individuals and agencies interested in Division of Juvenile Justice.
S3.	Comprehensive skills to analyze situations accurately and take effective action to facilitate the efficient operation of the office/section.
S4.	Comprehensive skills to prepare complete and accurate reports as required.
S5.	Fundamental skills to effectively promote equal opportunity in employment and promote a work environment that is free of discrimination and harassment.

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	Special Personal Characteristics:
SPC1.	Demonstrate interest in and enthusiasm for the rehabilitation of delinquent youth and for the guidance and directions of staff engaged in this work.
SPC2.	Ability to inspire the respect and confidence of staff and delinquent youths.
SPC3.	Willingness to travel throughout the State and to perform work requiring irregular hours.
SPC4.	Tact.
SPC5.	Emotional stability.